

**U .S. DEPARTMENT OF JUSTICE  
CRIMINAL DIVISION  
OFFICE OF ENFORCEMENT OPERATIONS  
POLICY AND STATUTORY ENFORCEMENT UNIT  
CHIEF/GS-15**

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The Criminal Division of the U.S. Department of Justice, is seeking an experienced attorney for the position of Chief of the Policy and Statutory Enforcement Unit, within the Office of Enforcement Operations. The position is based in Washington, D.C.

The Policy and Statutory Enforcement Unit (PSEU) is responsible for reviewing all requests for authorization to subpoena members of the media; requests to release grand jury information to state authorities; requests to move or consent to a motion to close a courtroom for a judicial proceeding; and S-Visa requests. In addition, the office coordinates Criminal Division review of State Department requests to immigration authorities for Significant Public Benefit Paroles.

The incumbent should be knowledgeable about interstate property crimes, such as cargo and auto theft; crimes involving federal lands and resources, including the preservation of archeological resources; and a variety of other crimes, including postal offenses and criminal contempt of court. The incumbent must also be knowledgeable and able to provide legal advice in various areas including, but not limited to, policy formulation, and criminally related civil functions, such as: policy matters involving the exercise of federal law enforcement powers, including approval of law enforcement guidelines; Indian matters, including issues of criminal jurisdiction and civil enforcement of certain criminal offenses, such as Indian gaming; mental competency and insanity defenses; prison matters, such as review of U.S. Bureau of Prison regulations; and miscellaneous civil litigation matters, such as motions for expungement and defense of lawsuits in international prisoner transfer matters. In addition, the incumbent provides advice on the Right to Financial Privacy Act and issues concerning subpoenas to government employees and related Toehy regulations.

The individual who fills this position will:

- be responsible for providing legal advice to federal, state, and local law enforcement agencies in many subject areas;
- evaluate and provide advice on each request from United States Attorneys' Offices throughout the country for Criminal Division and Attorney General approval to subpoena members of the media;
- evaluate and provide advice on each request from United States Attorneys' Offices throughout the country for Criminal Division and Deputy Attorney General approval to close a courtroom for judicial proceedings;

- advise each requestor and make recommendations as to the approval or denial of any request that is transmitted to the PSEU; and
- advise Assistant United States Attorneys and investigators on the procedural and operational requirements for their requests.

For this position, applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least five (5) years of post-J.D. experience to be qualified at the GS-15 level. Applicants should also possess: knowledge of administrative and criminal law principles; the ability to analyze and evaluate written materials; the ability to develop and maintain harmonious and effective working relationships with a variety of federal and state organizations; the ability to meet short deadlines; the ability to function effectively in time-sensitive situations; and the ability to communicate effectively both orally and in writing. Experience or a background in criminal law is mandatory.

To apply, please submit a resume or OF-612 (Optional Application for Federal Employment) with a writing sample, and a current performance appraisal (if applicable), to:

U.S. Department of Justice  
950 Pennsylvania Avenue, NW  
Criminal Division/OEO/JCK Bldg., Rm. 1210  
Washington, D.C. 20530-0001  
Attn: Ginger Trapanotto

If mailing your application via FedEx, please use the following address:

Ginger Trapanotto  
Criminal Division, Office of Enforcement Operations  
1301 New York Avenue, NW, Room 1210  
Washington, D.C. 20005

A current SF-171 (Application for Federal Employment) will still be accepted as well. Applications must be postmarked by April 12, 2005. No telephone calls please. Current salary and years of experience will determine the appropriate salary level at the GS-15 (\$103,947 to \$135,136) range.

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. It is the policy of the Department to achieve a drug-free workplace and persons selected will therefore be required to pass a drug test to screen for illegal drug use prior to final approval. Employment is also contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice.

This and selected other legal position announcements can be found on the Internet at:  
<http://www.usdoj.gov/careers/oapm>.